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Personnel



THE EDUCATION SERVICES PROGRAM

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This instruction implements Air Force Policy Directive 36-23, *Military Education*, 27 September 1993. It tells people what education programs are available for them and how to apply for those programs. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of Records F050 AF MP A applies. (Reference AFI 37-132, Air Force Privacy Act Program, paragraph 6.1.)

SUMMARY OF REVISIONS

This revision 2.3: adds "Manage the budget for PEC 89732."; 4.1 adds "Colleges and Universities may receive utilities without reimbursement (AFI 32-1061)"; 5.2.2 changes "computer applications" to "introductory computer courses."; 5.4 changes "For the portion of tuition costs not covered by Pell Grant after the institutions applies the Pell grant to the total costs." to "Courses that use Pell Grants. Pell Grants may be used with TA. TA may be applied for tuition costs first. The institution is responsible to refund any money in excess of the student's Pell Grant budget to the Air Force."; add "up to 12 semester hours"; 5.4.2 adds "Tuition for military personnel who are on active duty for training (ADT) and active duty support (ADS)" and "Tuition for post masters courses or degrees including doctorates."; 5.4.3 adds "Directly job related means there is a direct link with the members primary AFSC or AFSC in which the member is performing duty (see AFMAN 36-2105 and AFMAN 36-2108)."; 10.1 change "and" to "or". Supplements to this instruction are authorized at any level. Submit suggestions for improving this instruction through channels to HQ USAF/DPPE, 1040 Air Force, Pentagon, Washington, D.C. 20330-1040. A ★ denotes revision from last issue.

1. Program Description and Purpose. The Educational Services Program supports long-range Air Force goals for maintaining a high-quality force and enhancing professional and personal development, recruitment, retention, and readiness. It does this by providing:

- High-quality, cost-effective educational opportunities, from learning basic skills through graduate level degrees.
- Tuition Assistance (TA).
- Testing services.
- Counseling.

2. What People Do:

2.1. HQ USAF:

- Implements DoD policies (DoDD 1322.8, *Voluntary Education Programs For Military Personnel*, July 23, 1987, with Change 1 and DoDI 1322.19, *Voluntary Education Programs In Overseas Areas*, May 9, 1988, and DoDD 1322.16, *Veterans Educational Assistance Act of 1984*, May 11, 1994).
- Resolves and establishes policy issues of Air Force-wide significance.
- Reviews annual financial plans.
- Visits and monitors field activities.
- Establishes a Quality Education System (QES).
- Establishes Air Force Objectives.

Supersedes: AFI 36-2306, 30 April 1995.
OPR: HQ USAF/DPPE (Mr. Colin M. Hunter)

Certified by: HQ USAF/DPPE (Col David G. Harrington)
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2.2. Major Commands (MAJCOMs):

- Implement programs to ensure an adequately trained staff to conduct program needs analysis, counsel students, procure education programs and services, and manage education centers and services. Program coverage must be provided to all tenants and geographically separated units (GSU).
- Establish a three year education plan to meet Air Force goals and objectives.
- Implement the Air Force QES within the commands.
- Develop annual financial budget goals.
- Develop command goals and objectives.

★2.3. Education Services Officers (ESOs):

- Implement Air Force and Command policy objectives.
- Manage installation-level programs, including programs for tenants and geographically separated units.
- Establish a three-year base education plan to meet MAJCOM and AF objectives.
- Design and conduct an assessment of base educational needs once every three years or a major population change occurs.
- Address the outcome of the previous base education plan, include QES site team recommendations.
- Establish a base education planning and advisory committee
- Manage the budget and prepares annual financial plans for PEC 89732.

2.4. Individual Program Participants:

- Assume an obligation to successfully complete courses or exams funded by TA.
- Inform the ESO of all final grades as soon as available at the end of each term.
- Give the ESO proof that they completed their studies when on Bootstrap temporary duty (TDY) or on an educational deferment.
- Complete the DD Form 295, **Application For Evaluation of Learning Experiences During Military Services**, when required by a civilian institution.

3. Program Objectives and Standards.

3.1. The ESO ensures the program provides educational opportunities including high school completion and developmental courses which support the Air Force mission and individual professional development. Those opportunities with emphasis on degree completion should include programs of study leading to:

- Technical occupational certificates.
- Associate degrees.
- Baccalaureate degrees.
- Graduate degrees.

3.2. The ESO provides career development assistance to individuals from the time they enter active duty until the time they separate or retire.

3.3. Education office personnel must encourage people to enroll in classes when they:

- Need to improve developmental skills.
- Lacks a high school diploma.
- Are within 15 semester hours of an associate degree or 30 semester hours of a baccalaureate degree and have not participated in an education program within the last 12 months.
- Have been selected for promotion to the grade of captain, major, or lieutenant colonel and do not have a graduate degree and are not currently participating in an education program.

3.4. All instructors teaching accredited courses in the Community College of the Air Force must hold an associate or higher degree within 12 months of assignment to instructor duty.

The ESO must:

- Notify all identified instructors who will be teaching those courses and have not completed a degree.
- Advise instructors of a degree completion program.
- Monitor instructors' progress toward degree completion.

3.5. The ESO makes on-base testing opportunities available by:

- Providing Defense Activity for Non-Traditional Education Support (DANTES) testing services to support Air Force personnel in completing their education programs (See DANTES Handbook).
- Arranging for on-base colleges and universities through a Memorandum of Understanding (MOU) to test and place first-time college students in English and mathematics courses.
- Providing Extension Course Institute course testing services.

4. Program Resources.

4.1. The ESO will use appropriated funds (APF), program element 89732, for:

- Tuition Assistance (TA).
- Materials, equipment supplies and services.
- Travel, per diem, and registration costs for training and professional development
- Colleges and Universities may receive utilities without reimbursement (AFI 32-1061).

4.2. The ESO may use Non Appropriated Funds (NAF), if available, for group study classes.

4.3. Personnel. Education personnel may be:

- Full-time or part-time Air Force civilian employees.
- Full-time military personnel or military personnel on a voluntary, loan, or additional duty basis.

4.4. Contract Services. ESO may use non-personal service contracts for specified and limited services.

4.4.1. MAJCOMs may waive the five appointments minimum requirement for testing specialist and education advisors.

4.4.2. ESOs ensure:

- Contracts are on a fixed, or per unit basis, not on a per diem/time basis.
- A contract may not exceed \$9,000 unless approved by the MAJCOM.
- Contract's financial obligation may not extend beyond the end of the fiscal year.
- Contracts for testing specialists, education advisors, or counselors require a minimum of five advisement or testing appointments.
- Contracts for on duty classes under the skills development program are on the basis of instructional costs and text material; do not include purchases of hardware.
- Contracts under the skills development program are on a per course basis.
- Contracts for tutorial services are authorized under the skills development program when separate courses are not feasible.

5. Tuition Assistance.

5.1. The Annual Appropriation Act, DoD, and Air Force policies authorize TA. Individuals may receive TA without a formal contract between the institution and the Air Force. Requests for changes to the TA policy must be submitted to HQ USAF/DPPE for approval.

★5.2. The Air Force authorizes tuition assistance at the rate of:

5.2.1. 75% for:

- Tuition and authorized fees for voluntary off-duty education.
- Courses applicable to the individual's Air Force job as certified by the Commander.
- Courses applicable to individual's current academic program, Air Force career field or other AFSCs.
- Courses in a field of study which the individual began prior to entry in the Air Force.

5.2.2. 100% for:

- Tuition and authorized fees for off-duty courses leading to the completion of a high school diploma or an equivalent certificate.
- Tuition and authorized fees for developmental courses in English, mathematics, reading, and introductory computer courses.

5.3. ESO's may authorize the use of appropriated funds, program element (PE) 89732, element of expense code (EEIC 553) for on duty developmental classes.

★5.4. ESOs may authorize tuition assistance, subject to the conditions in paragraph 5.4. and 5.5 the use of appropriated funds, (PE 89732, EEIC 551), for:

- Fees charged in lieu of tuition.
- Fees for examinations for credit.
- Lab, shop, and instructional fees required as a condition of enrollment.
- Courses that use Pell Grants. Pell Grants may be used with TA. TA may be applied for tuition costs first. The institution is responsible to refund any

money in excess of the student's Pell Grant budget to the Air Force.

- Courses only if veterans educational benefits are not used for the same course.
- Correspondence study costs for high school, technical-occupational, or college courses (upon successful completion) if listed in the DANTES Independent Study Catalog, the National Home Study Guide, or the DANTES External Degree Program Guide.
- Computer assisted, television, and video courses offered within a 16 week semester/term.
- For dissertation or thesis (upon successful completion).
- Prerequisites courses for undergraduate or graduate study up to 12 semester hours.
- Refresher or developmental courses (100%).
- Courses leading to the completion of high school or an equivalent certificate (100%).

★5.4.1. The ESO must ensure that:

- Enlisted members' retainability extends beyond the course end date or the individual intends and is eligible to reenlist.
- An officer's date of separation (DOS) is 2 years or more after the end of course.
- The individual is aware of requirements for reimbursement of non completions, withdrawals or unsatisfactory grades.
- Waivers are for health reasons, TDY, PCS, change in work schedules, emergency leave, or hospitalization.
- That the individual is in good academic standing before TA is authorized.
- Officers understand their active duty service commitment and have completed the required form.
- The institution and course meet the criteria of paragraphs 5.4 and 5.5.
- The course is no more than 16 weeks in length.
- Air Force funding for off-duty voluntary education with other than TA funds, such as training funds, is approved by the unit commander, the ESO, and the MAJCOM education director.

★5.4.2. Do not use TA for:

- Non-instructional purposes such as parking fees, student activity fees, medical services, or for matriculation, or graduation fees.
- Tuition covered by other federal benefits.
- Failed courses (F at the undergraduate level; D or below at the graduate level).
- Courses after late registration; (MAJCOM may waive or the ESO may waive if MAJCOM designates).
- Tuition for officers attending educational institutions under the Excess Leave Program.
- Tuition for military personnel on Bootstrap or permissive TDY.

- Tuition for military personnel on active duty for training (ADT) or active duty support (ADS).
- Tuition for degrees or courses lower or equal to a degree already attained.
- Tuition or instructional fees in excess of 75 percent of \$250 per semester hour or \$166 per quarter hour.
- Tuition for course work in excess of 15 contact hours per week (ESO must approve).
- Tuition for repeated courses or courses equivalent in content to a course completed under TA; (courses waived or reimbursed are excepted).
- Tuition for audited courses.
- Tuition for in-flight training, even when it is part of a degree program.
- Tuition for clinical internships or dissertations that were a condition of a contract for entry to active duty.
- Courses for which veterans benefits are used.
- Tuition for post-masters courses or degrees including doctorates.

★5.4.3. EXCEPTIONS. The ESO may authorize tuition assistance:

- For a lateral CCAF job related degree.
- For no more than 12 semester hours at the same level when it is a prerequisite for a higher level degree.
- For a course or degree that is directly related to the individual's Air Force job.
- Directly job related means there is a direct link with the members primary AFSC or AFSC in which the member is performing duty (see AFMAN 36-2105 and AFMAN 36-2108).

5.4.4. The Air Force provides TA for:

- Air Force personnel on active duty.
- Air Force Reserve personnel on active duty (verified by United States Armed Forces Identification Card).
- Air National Guard (ANG) personnel on active duty (verified by Armed Forces ID and NGB Form 131).
- Military personnel of other US Services who are assigned for active duty with the Air Force.

★5.5. The Air Force provides TA for courses of study at.

- Postsecondary institutions accredited by a national or regional accrediting body, and recognized by the Council on Recognition of Postsecondary Accreditation (CORPA) and the US Department of Education.
- Air Force Aero Clubs (for ground school only).
- Technical, occupational, correspondence courses approved for veterans benefits, meet the criteria of 5.4, and are accredited as above.

5.6. The ESO processes tuition and tuition refunds by.

- Completing AF Form 616, **Fund Cite Authorization**, in conjunction with AF Form 1227 to control obligation of funds.
- Completing AF Form 1227, **Authority for Tuition Assistance - Education Services Program**.

- Certifying tuition assistance eligibility.
- Determining waivers of refund for failed or courses not completed.
- Completing AF Form 118, **Refund of Tuition Assistance - Education Services Program**.
- Processing cash collections and payroll deductions for identified personnel.
- Certifying that school invoices are correct.

6. Veterans Affairs (VA) Education Program.

6.1. The ESO:

- Is responsible for providing information on veterans education benefits programs.
- Provides information and assistance for completing VA Form 22-1990, **Application For Education Benefits**; DD Form 2366, **Montgomery GI Bill Act of 1984**; VA Form 22-1995, **Request For Change of Program or Place of Training**; VA Form 4-5281, **Application For Refund of Educational Contribution**.
- Updates proper veteran education codes in the personnel data system.
- Acts as liaison with the applicable Department of Veterans Affairs Regional Office.
- Provides the DD Form 2384-1, **Notice of Basic Eligibility**, to eligible Guard and Reserve personnel.
- Provides the DD Form 2475, **Education Loan Repayment Program (LRP) Annual Application** to eligible Guard and Reserve personnel.
- Ensures implementation and administration of the Montgomery GI Bill program is in accordance with Department of Defense Directive 1322.16.

7. Program Management.

7.1. Installation programs are based on the current educational needs as determined by the ESO and outlined in education plans. Education plans implement Air Force, command and installation objectives.

7.2. The ESO:

- Ensures each on-base program meets the criteria of paragraph 5.5 and DoDD 1322.8 and has a current standard Air Force Memorandum of Understanding (MOU). The MOU requires institutional participation in the Quality Education System signed by the installation commander and the chief executive officer of the institution.
- Ensures on-base institutions provide courses in support of the Community College of the Air Force (CCAF).
- Negotiates MOUs for periods of 3 to 5 years and reviews them annually.
- Obtains MAJCOM authorization to negotiate with an institution and to modify an existing MOU.
- Coordinates on-base educational activities arranged by other base agencies.

- Notifies MAJCOM of intent to discontinue an on-base program.
- Ensures that quality, not price, is the most important factor in selecting on-base programs.

7.3. HQ USAF/DPPE may authorize AF wide MOUs for on-base programs within the continental United States. These programs operate under MOUs negotiated by the MAJCOM and signed by the chief executive officer of the institution and the MAJCOM Director of Personnel. The MAJCOM:

- Ensures that contracts governing overseas programs are in accordance with DoDI 1322.19 and DoDD 1322.8.
- Ensures overseas contracts govern access to on-base programs.
- May limit TA to contract institutions only overseas.

8. Priority For Enrollment.

8.1. The ESO allows personnel to enroll in on-base programs in the following priority:

- Active-duty military personnel, DoD civilians, AFRES personnel, ANG personnel, adult family members of military personnel, military retirees, and community civilians.

9. Records and Reports. The ESO:

- Tracks program-related data.
- Updates the personnel data system to reflect courses taken by individuals through the education center.
- Initiates and updates AF Form 186, **Individual Record-Education Services Program or automated record** to reflect counseling.

9.1. The MAJCOM submits the following reports to HQ USAF/DPPE.

- A consolidated semiannual Education Services Program Report (RCS: HAF-DPP (SA) 7106) which includes the AF Form 1007, **Education Services Program Report** and AF Form 1008, **Annual Reporting of Education Services Provided By Civilian Schools**, containing participation statistics as of 31 March and 30 September. NOTE: the report must arrive at HQ USAF/DPPE not later than 30 work days after the reporting period end date. Information required for the DoD Voluntary Education Report will be submitted with the semi-annual report of 30 September each year.
- Follow-up semiannual reports as of 31 March and 30 September addressing findings identified (by base) during the Quality Education System Review or Military Installation Voluntary Education Review.
- The RCS HAF-DPP (SA) 7106 report is designated emergency status code C2. Continue reporting during emergency condition, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

9.2. The Annual White House Initiative - "Annual Accomplishment Report/Plan on Historically Black Colleges and Universities (HBCU)" will be sent to SAF/SB, 1060 AF Pentagon, Washington, D.C. 20330-1060.

9.3. The MAJCOM submits a semiannual Education Services Program Report to HQ/USAF/DPPE as of 31 March and 30 September. The report must arrive within 30 work days after the reporting period ends.

9.4. The ESO complies with the DANTES Examination Program handbook when providing testing services. The use of DD Form 1572, **Test Log (DANTES) and the DD Form (DANTES) 1560 is used for monitoring and test inventory.** If a test is lost, stolen or compromised Air Force and DANTES investigative procedures will be followed.

10. Operation Bootstrap. The ESO manages the Bootstrap TDY Program and makes an academic evaluation of each Bootstrap application. The Bootstrap program is only used when an individual has completed as much as possible of a degree program through the off-duty education program or it is evident that completion of the degree program is not possible during current assignment or with an educational deferment, **or** it is necessary to accelerate for application to OTS, AFIT, or AFROTC.

★10.1. The unit commander may authorize permissive terminal TDY for resident study for personnel who can complete their degree for up to one academic year or the minimum residency requirement of the institution.

10.2. The unit commander may authorize permissive non-terminal TDY of up to 16 weeks to permit individuals to meet specific academic requirements not available through the off duty educational programs. Individuals being considered for a non-terminal TDY may be allowed to complete:

- Courses directly related to their current duty assignment.
- Courses specifically required in the major or minor field.
- Short resident seminars.
- Certificates or degree programs below the baccalaureate level that have clear application to Air Force needs.

10.3. Bootstrap participants must:

- Have sufficient retainability or agree to serve a period equal to three times the length of the TDY (may be served concurrently with any existing commitment).
- Complete as much coursework as possible through normal off-duty study.
- Carry at least the minimum number of hours required for full-time study as established by the educational institution.
- Be a career airman or a first term airman eligible or selected for reenlistment.
- Be an officer who has completed 1 year of their direct duty assignment.

10.4. Bootstrap participants may not:

- Complete all course requirements for an entire master's degree.
- Duplicate a degree already held.
- Begin TDY within 12 months of completing any previous Bootstrap TDY or education deferment.
- Be on a control roster.
- Be in pipeline status.

10.5. The length of the Bootstrap TDY program:

- Is restricted for up to 35 weeks for most academic fields.
- May be more than 35 weeks, if the academic discipline is engineering, math, physical science, biological science, computer science or a program directly related to current assignment as determined by commander.
- Cannot exceed 26 weeks for officers unless the application is forwarded through AFIT/CIRS for review and recommendation and to HQ AFMPC/DPMRPC for review and clearance.

10.6. The ESO processes applications using AF Form 204, **Permissive TDY Request-Operation Bootstrap**, and coordinates with the MSSQ Commander. Applications for colonels will be cleared through HQ USAF/DPOA for Colonels, AFMPC/DPMM for Medical Officers, USAF/HCP for Chaplains, HQ USAFR/RSRP for AF Recruiters, and HQ AFOSI/DP for Investigators.

11. Deferments. Military personnel may receive an educational deferment. The ESO manages the program and determines the appropriateness of each request. The ESO is responsible to monitor the progress of members on educational deferments.

11.1. Deferment recipients must:

- Be able to complete an associate degree (enlisted personnel only) or higher degree in 1 year or less through off-duty study.
- Individuals in health care Air Force Specialty Codes who are pursuing programs leading to professional certification rather than degree completion at the state or national level are eligible.
- Have completed their first term of service or have a 6 year obligated period of service.

11.2. Deferment recipients must not:

- Be seeking deferment for the purpose of completing a thesis or research paper.
- Be seeking deferment for the purpose of completing an equal or lower degree than is currently held, unless directly applicable to the individual's Air Force Specialty Code or to Air Force needs.
- Have consecutive or subsequent deferments within 12 months from a previous deferment or a Bootstrap TDY.
- *Be stationed overseas (AFI 36-2110).*

12. Forms Prescribed: AF Form 118, **Refund of Tuition Assistance- Education Services Program;**

AF Form 186, **Individual Record - Education Service Program;**

AF Form 204, **Permissive TDY Request - Operation Bootstrap;**

AF Form 1007, **Education Services Program Report;**

AF Form 1008, **Annual Reporting of Education Services Provided By Civilian Schools;**

AF Form 1227, **Authority For Tuition Assistance - Education Services Program;**

DD Form 1572, **Test Log - DANTES and Others;**

DD Form 1560, **DANTES Test Inventory Log (Daily, Monthly);**

DD Form 2366, **Montgomery GI Bill Act of 1984 (MGIB);**

DD Form 2384-1, **Notice of Basic Eligibility (NOBE);**

DD Form 2475, **Education Loan Repayment Program (LRP) Annual Application;**

DD Form 295, **Application For The Evaluation of Learning Experiences During Military Service;**

VA Form 22-1990, **Application For Educational Benefits;**

VA Form 22-1995, **Request For Change of Program or Place of Training;**

VA Form 4-5281, **Application For Refund of Educational Contribution;**

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